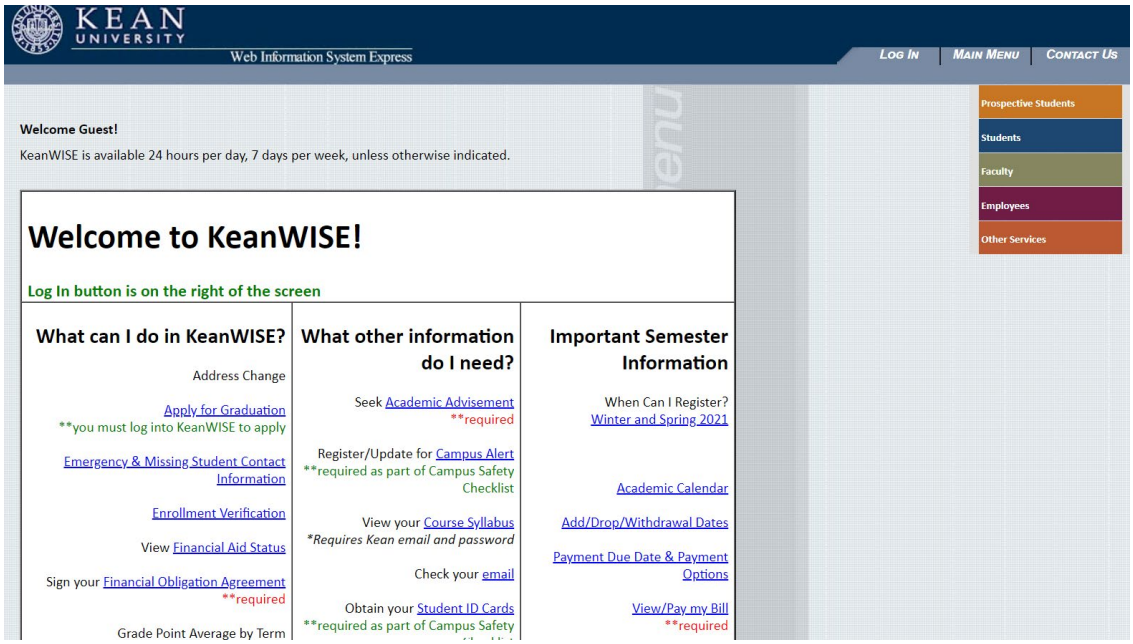
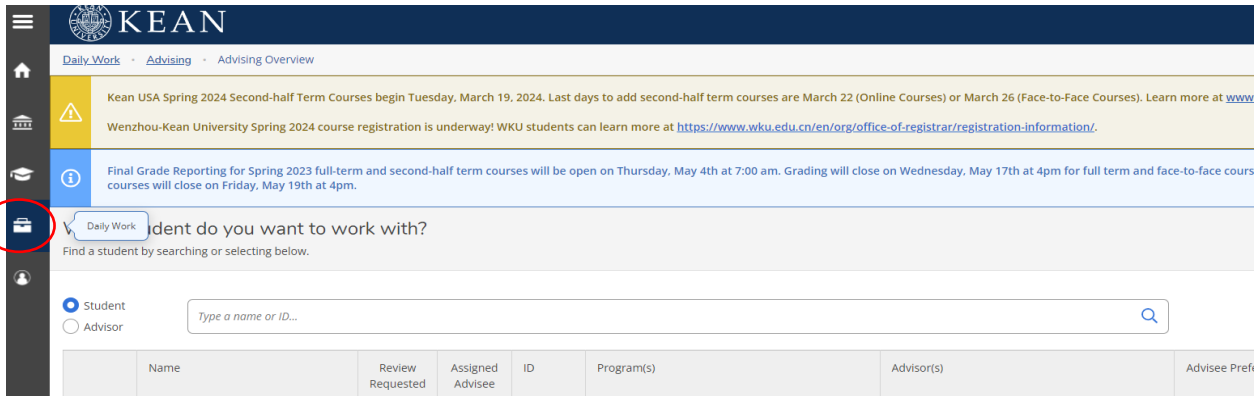
## Approving Requisite Waivers and Student Petitions Self Service

1. Login in to your KeanWise account

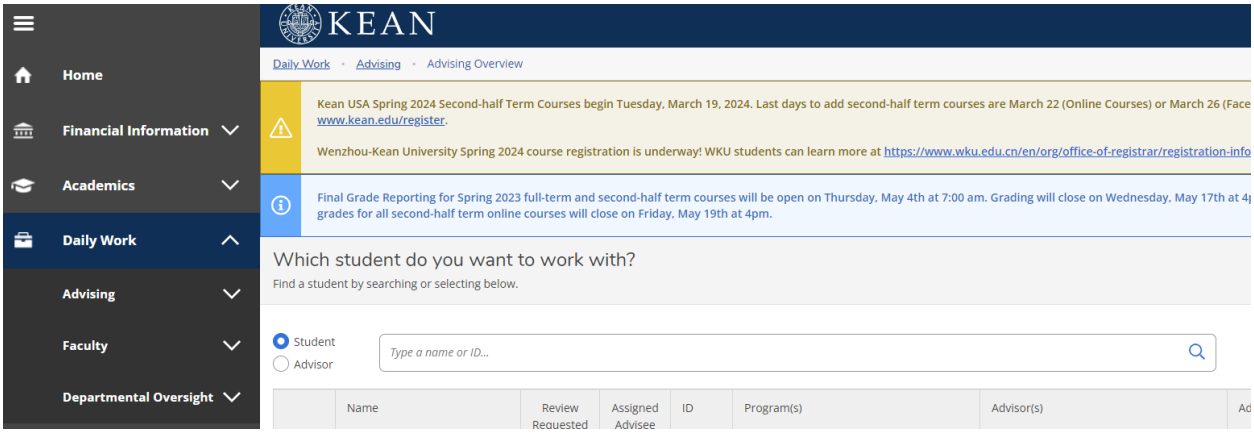



2. Select Academic Planning to access the module.

3. a. A new tab will open, go the side bar on the left side of the screen and select the daily work option represented by the briefcase icon.



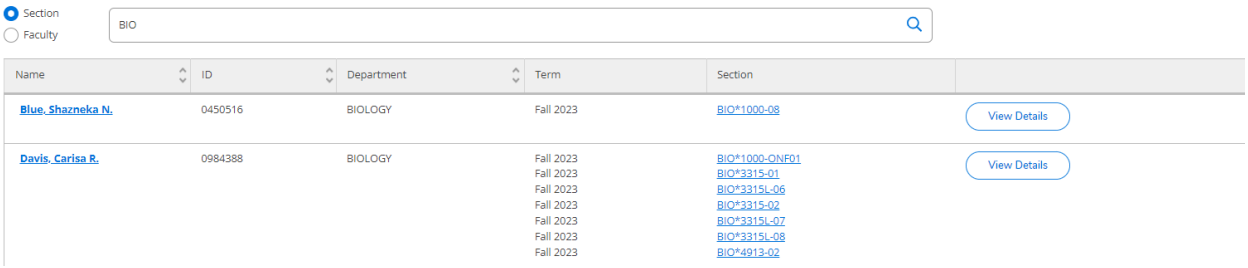

b. From the menu select Departmental Oversight option



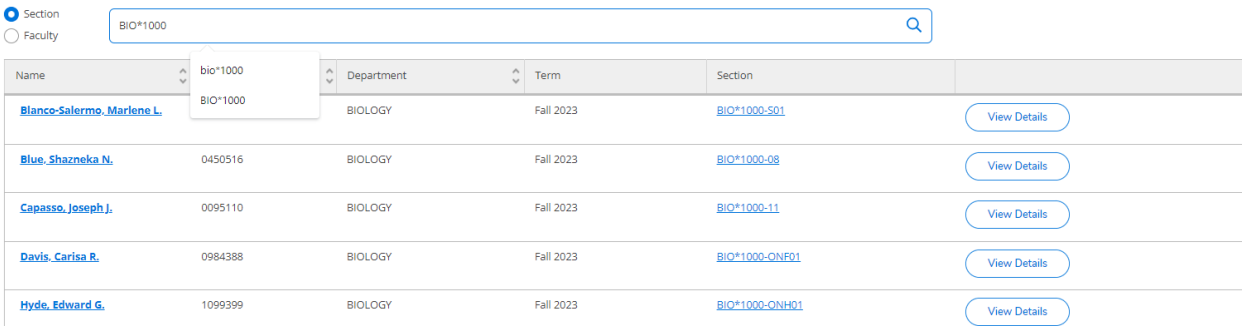

4. There are two search options available section or faculty. Select the option that you would like to use.

a. If searching by section, you can type in a subject (ex: BIO) in the search box. This will return all course sections under this subject. (See sample below)

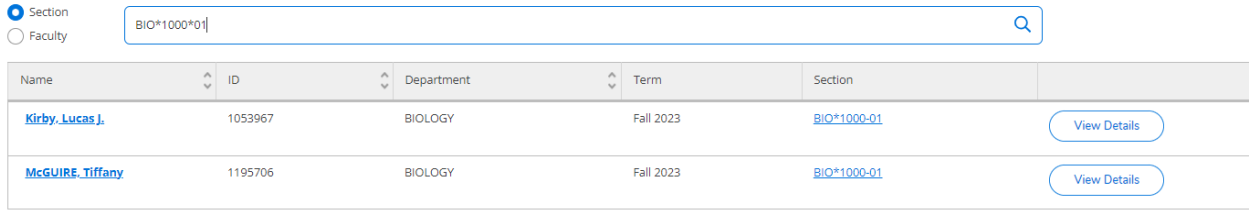
Sample search results by subject only




b. A search can also be done by subject and course number (ex: BIO*1000), this will return all sections of the course, (see sample search results below).

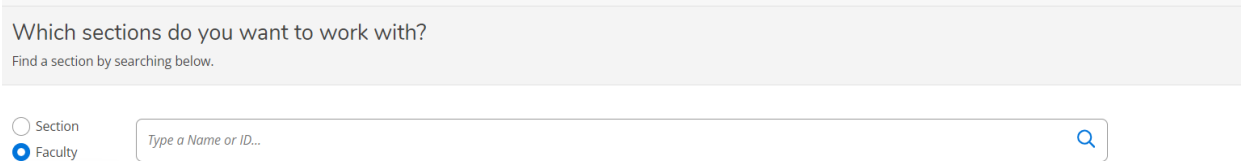



c. A search can also be done by subject, course number and section (ex: BIO*1000*01), this will return all sections of the course, (see sample search result below).

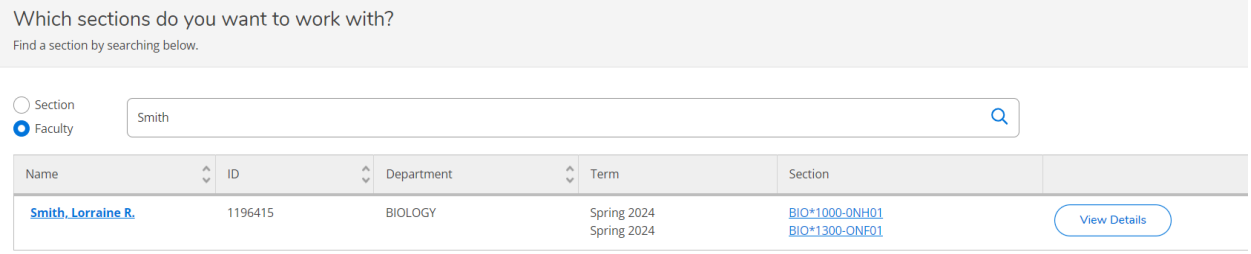



Search by faculty Option

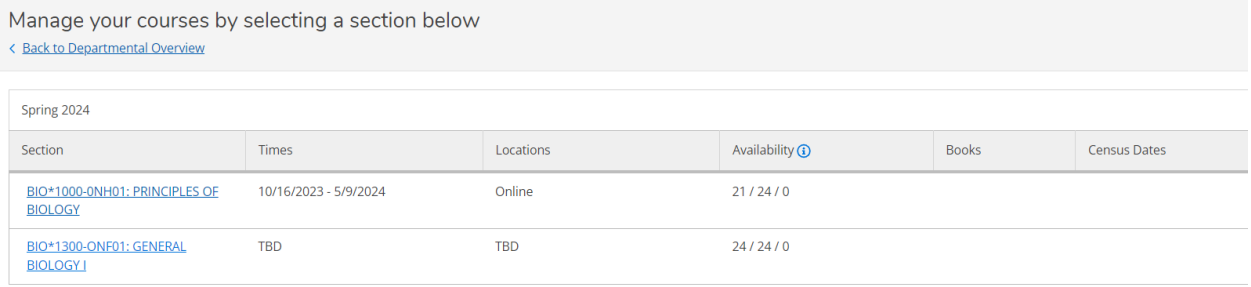
d. Change the search option to “Faculty”. The search can be performed by using a last name only (ex: Smith), or by first name initial and last name (ex: L Smith), or by first name and last name (ex: Lorraine Smith)



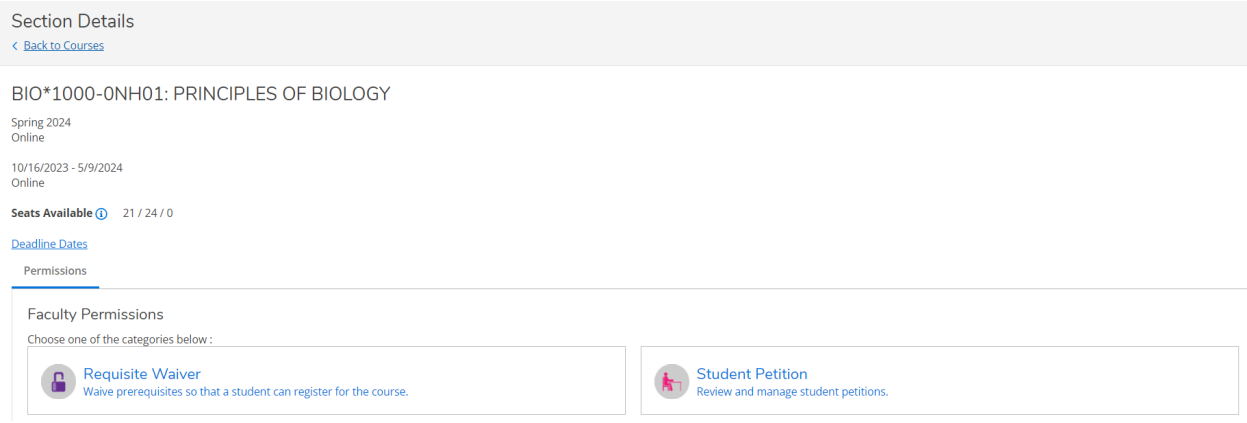

e. The search results will display all courses that have assigned to that faculty member.




f. From the list of search results, select “view details” button next to the instructor’s name. A list of the assigned course sections for the selected instructor will be displayed.

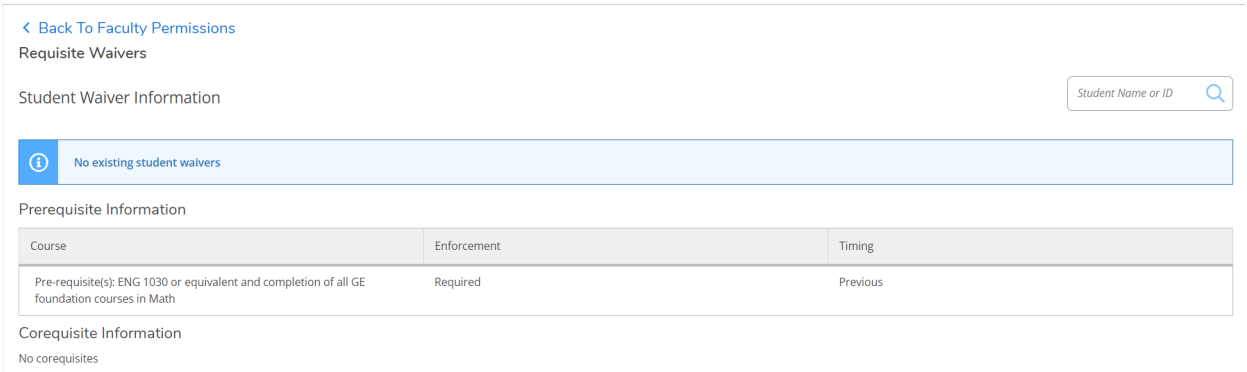



g. Click on the course title for the applicable course section. Two menu options will appear on the screen “Requisite Waiver” and “Student Petition”.

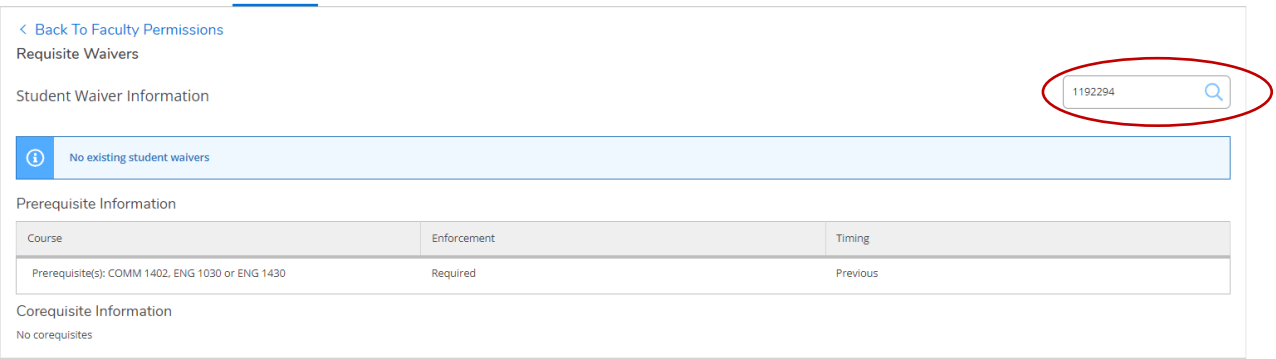



## Approving a “Requisite Waiver”

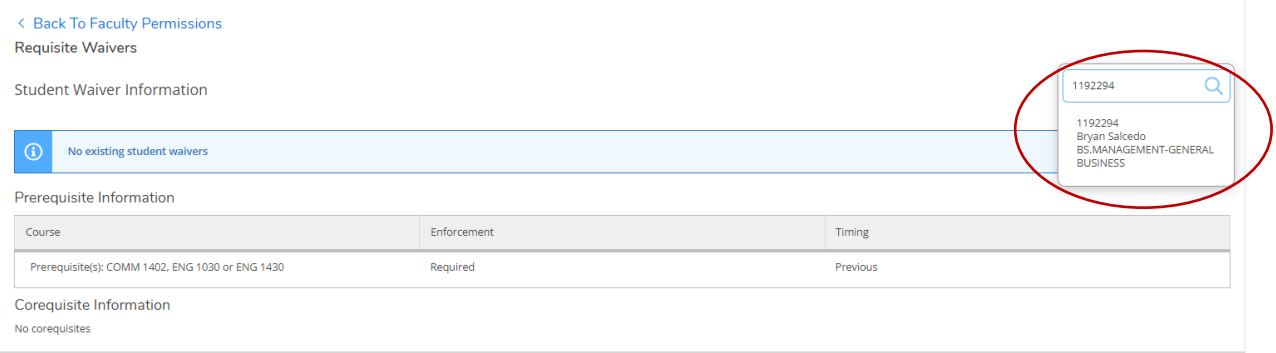
1. After selecting the “Requisite Waiver” option, you will be taken to the below screen.



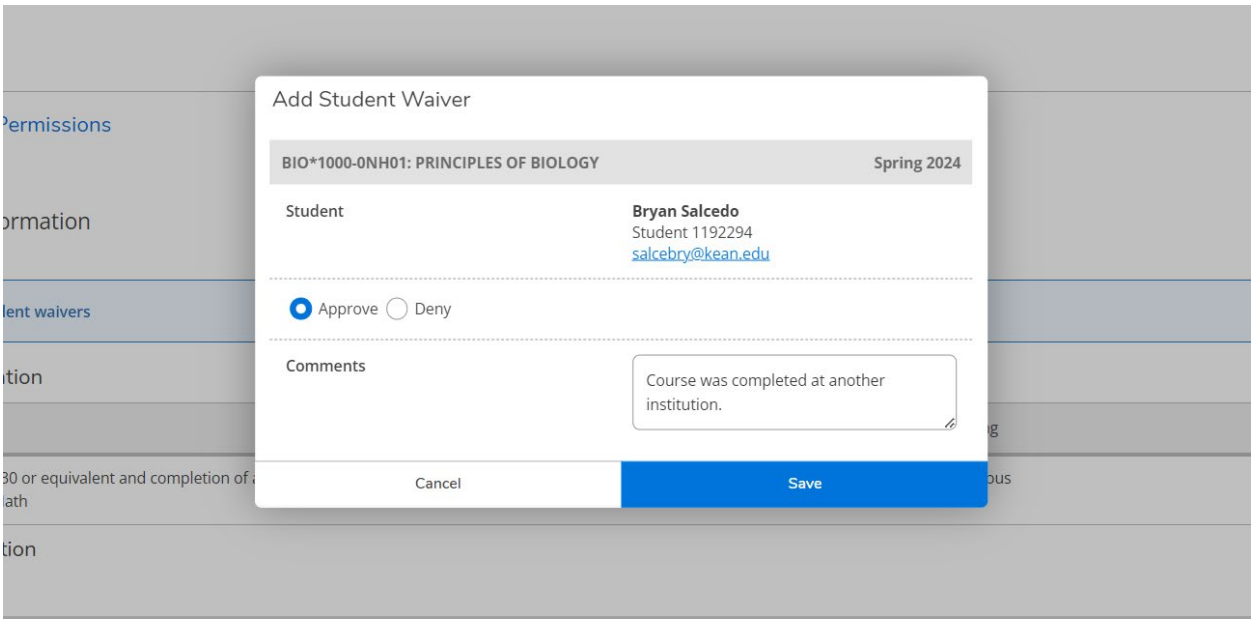

2. In the Student Name or ID search box, type either a student’s ID# or name and click on the magnifying glass.

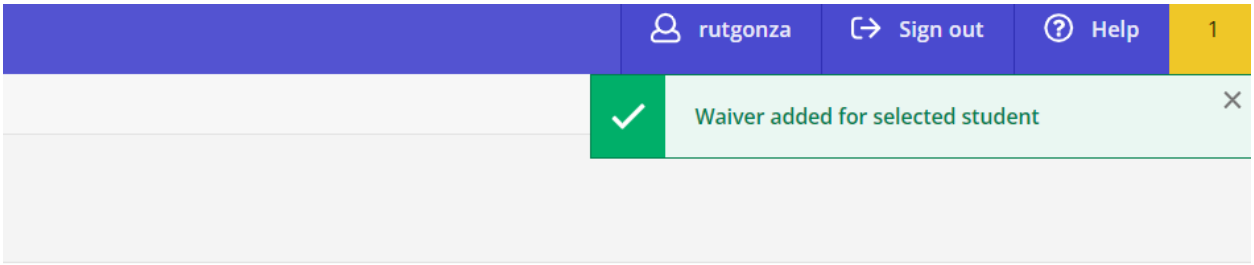



3. Click on the search result from the search box.

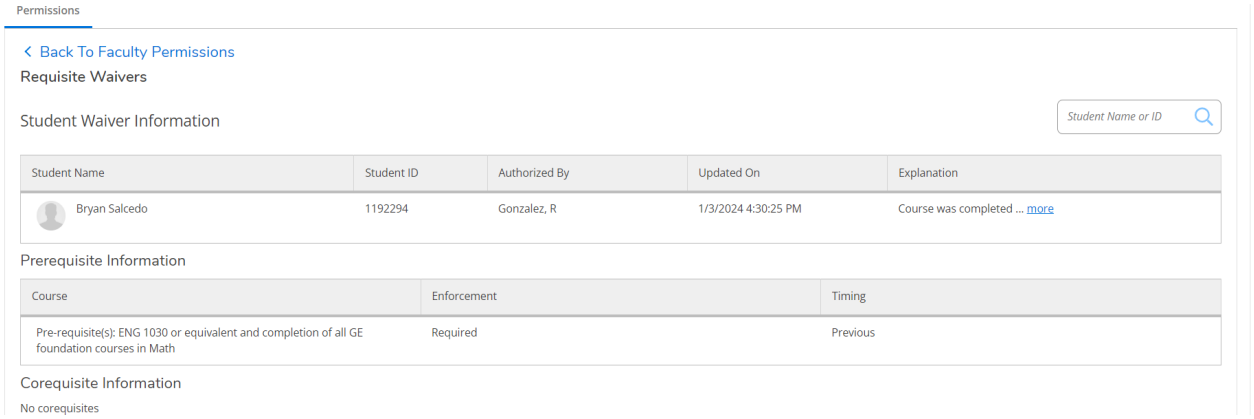



4. After selecting the student's record from the search box, you will see this box pop up. The approve button should be selected. Add a reason in the comment box and save. A confirmation message will appear in the upper-right corner of the screen.






5. The bottom portion of the screen will display the saved transaction. The student can now register themselves online for this course section. Repeat these steps as needed. Select “Back to Faculty Permissions” to return to the menu options.

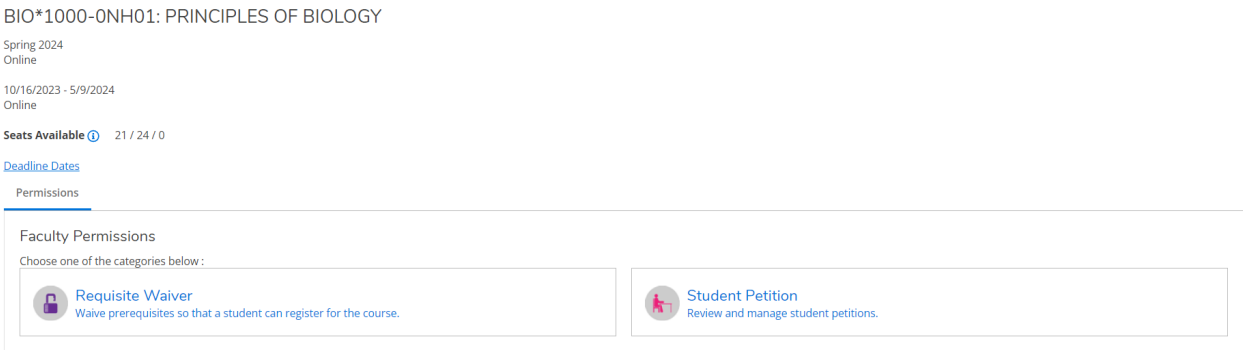



**Approving a Student Petition**

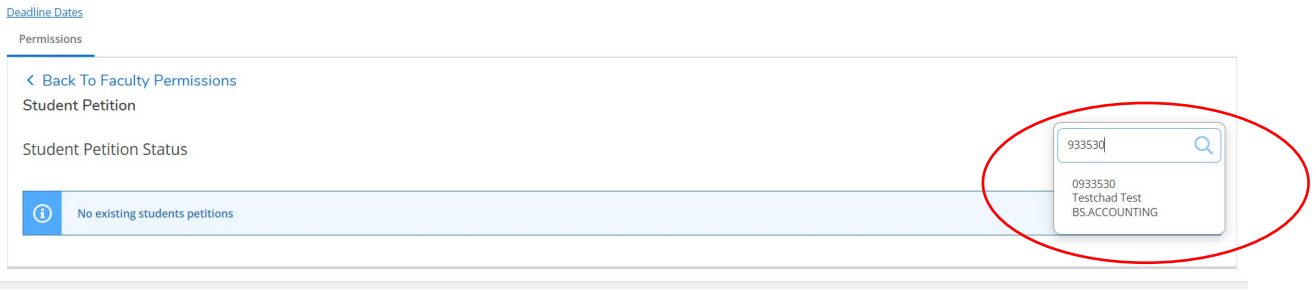
1. Select the “Student Petition” option.

**Note:**

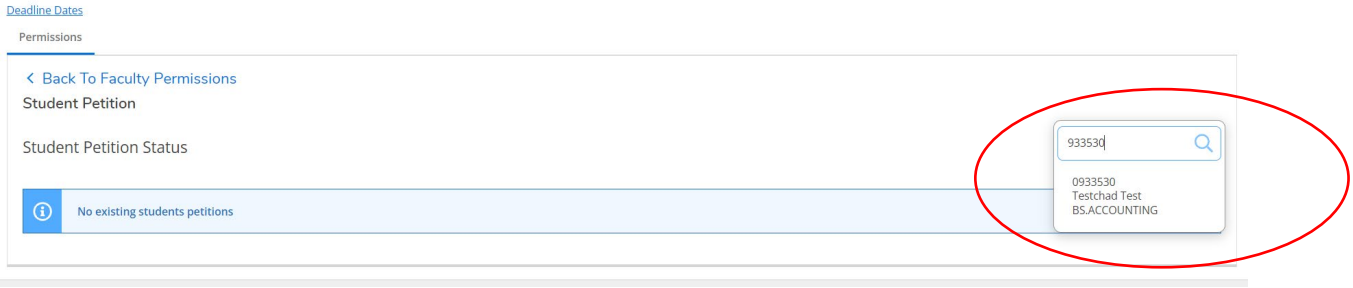
- **Student Petition Approvals can only be granted for course sections that requires a “granted petitions” to register. Overload Petitions cannot be approved using the petition approval process.**
- **Student Petitions can only be granted for a specific course section and not for a course.**



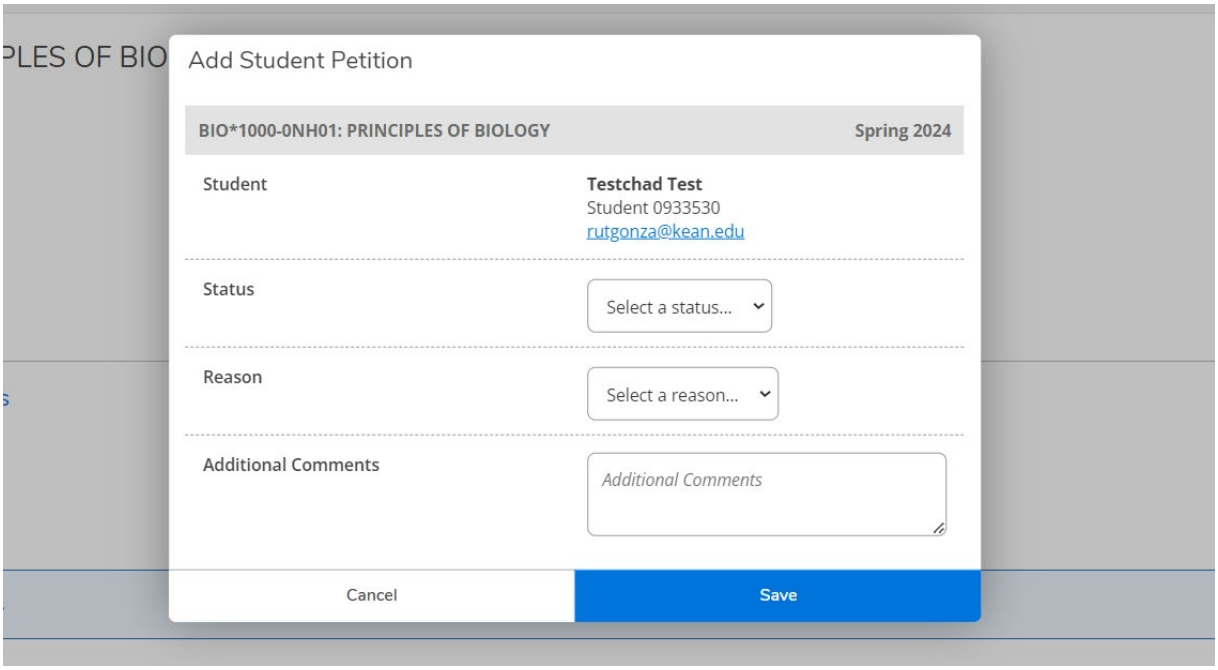

2. In the Student Name or ID search box, type either a student’s ID# or name and click on the magnifying glass.



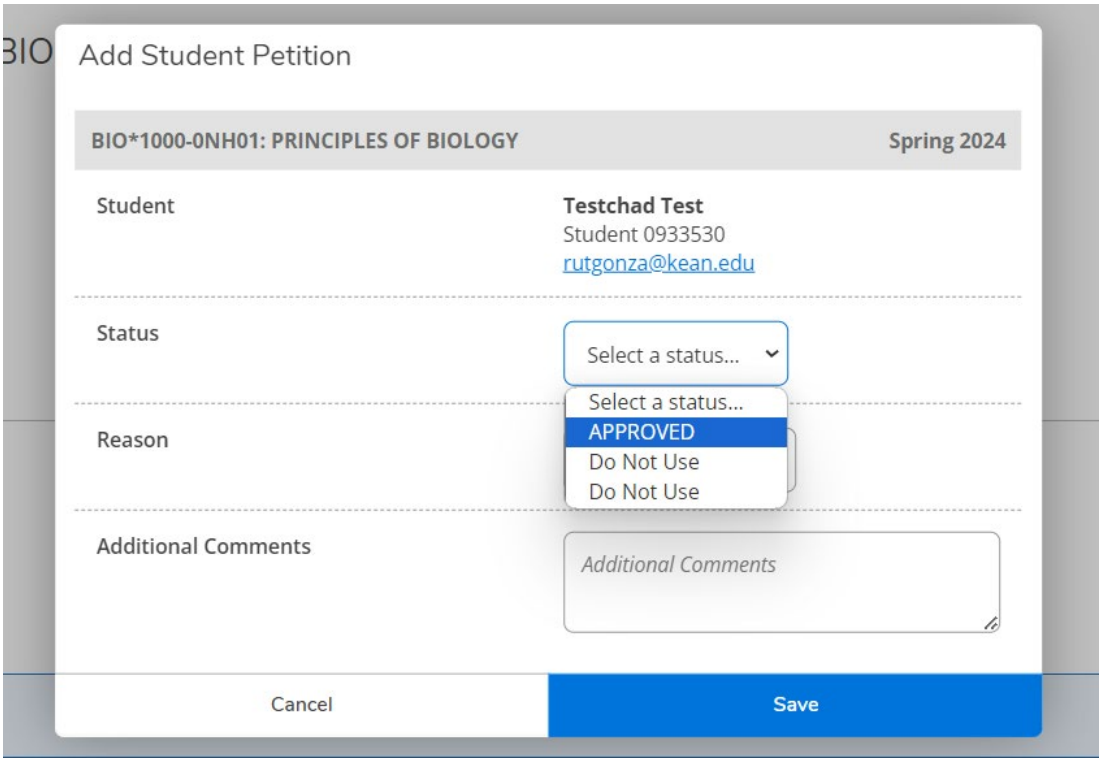

3. Click on the search result from the search box.



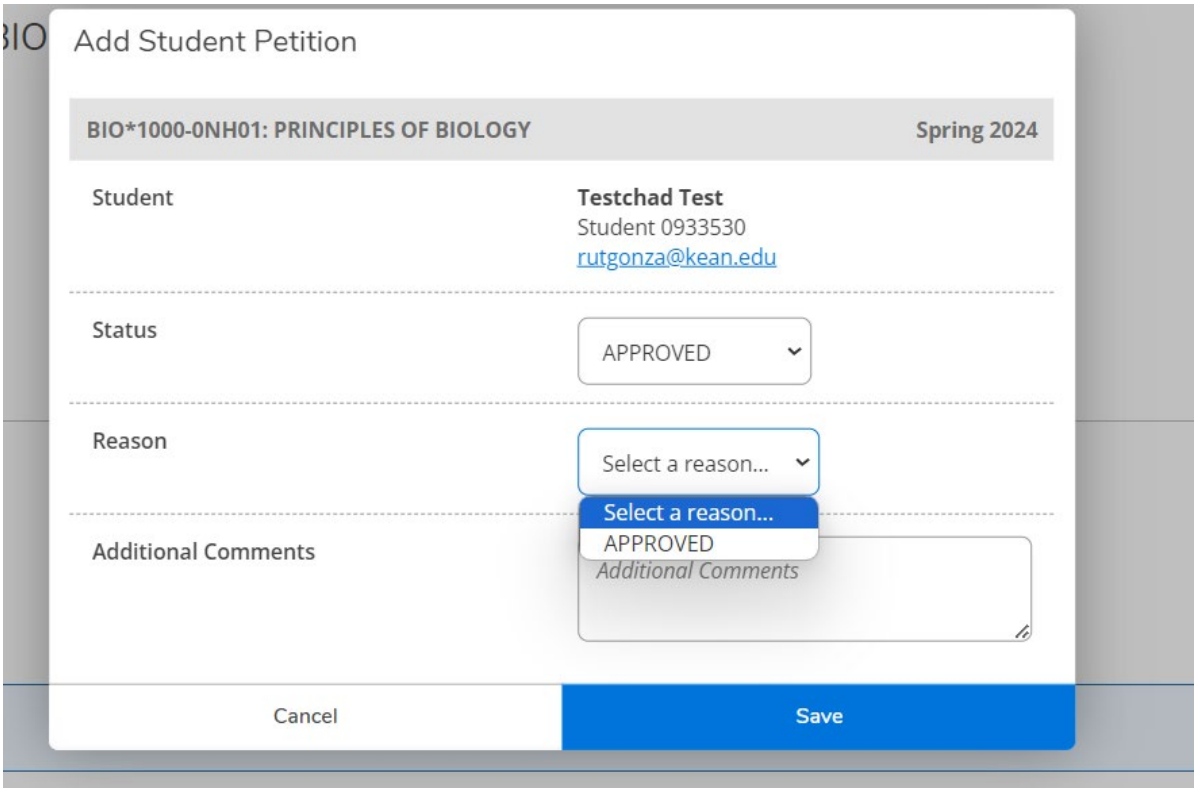

4. The “Add Student Petition” box will appear.



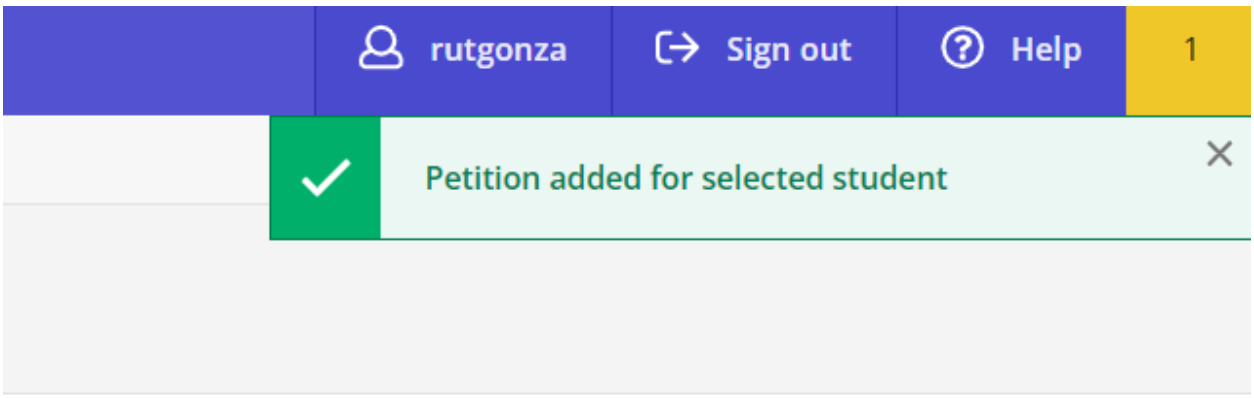

5. Select a “status” from the drop-down menu.




6. Select a "reason" from the drop-down menu.




7. Add any additional comments as needed and save. A confirmation message will appear in the upper right-hand corner of the screen. Repeat the steps as needed. Select "Back to Faculty Permissions" to return to the menu options.


rutgonza
Sign out
Help
1
Petition added for selected student